



Embassy of the United States of America in Bujumbura

Public Diplomacy Section

American Center

B.P. 1720 Bujumbura

Tel.: 257-22-207 229

Open to : All Interested candidates

Position : Student Intern

Opening Date : December 1, 2023

Closing Date : November 30, 2024

Work Hours : 32 hours / week

Salary : Voluntary

The Embassy of the United States of America in Bujumbura is seeking individuals for the position of **student intern** in the Public Diplomacy Section.

BASIC FUNCTION OF POSITION

The incumbent is responsible for a variety of library resources and services for local patrons of the American Center and for making membership cards through the library's automated system (Library World). The incumbent is also responsible for following all appropriate Department guidance in the execution of the American Center's programming and is under the supervision of the American Spaces Program Specialist and English Language Outreach.

SPECIFIC FUNCTION OF POSITION

Interns can perform duties that may include research, analysis of international issues, administrative duties, assisting with the English Language Learning programs, library management and temporary special projects.





Specific tasks may include:

- Performing the desk manager's role of making sure the weekly tasks are complete.
- Library resources and services management.
- Compiling monthly reports.
- Drafting weekly schedules.
- Facilitating English Language Learning activities.
- Sending monthly reports of late patrons and following up with phone calls.
- Drafting supply lists.
- Keeping the library organized.

QUALIFICATIONS REQUIRED:

- Only students enrolled in universities and colleges who hold Burundian citizenship are eligible for the Foreign National Student Intern Program at the U.S. Embassy in Burundi.
- Candidates must be at least 18 years of age at the time of appointment.
- Candidates must pass a U.S. non-sensitive security clearance, reference checks and possess their own medical insurance.

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education – Current college / University student required.

Language Proficiency – Level III (Professional proficiency) English, Level III French. (**These will be tested.**)

Knowledge – Must be proficient in the use of computers and the internet.

Skills and abilities: Ability to create and manage Excel spreadsheets required. Excellent communication skills and tact for dealing with embassy staff and patrons. Attention to detail critical. (**This will be tested.**)



FOR FURTHER INFORMATION

Visit Facebook page at <https://www.facebook.com/usembassy.bujumbura/> or contact the American Center Bujumbura by calling at 22 20 7229 or send e-mail at IRCBujumbura@state.gov

SELECTION CRITERIA

1. The candidate must be able to obtain and hold an appropriate security clearance.
2. The candidate must possess their own medical insurance.

HOW TO APPLY: To be eligible for consideration for an intern position, candidates must submit the following documentation to American Center – Public Diplomacy Section, Embassy of the United States Bujumbura prior to the closing date on the call for submission. Incomplete application form will be rejected:

- I. Resume or CV
- II. Statement of Interest Form which includes the candidate's objectives and motivation in seeking an internship and how their academic courses and other experiences relate to the Mission goals / office needs.
- III. Gratuitous Service Agreement for Foreign National Intern Program
- IV. Signed MOU from candidate's university and
- V. Any additional documentation that supports or addresses the requirements listed above (e.g.: transcripts, degree, etc.).

Please follow this link to download the application forms:

<https://bi.usembassy.gov/embassy/jobs/> under Jobs at the Embassy.

WHERE TO APPLY:

Submit your application at IRCBujumbura@state.gov

Please indicate the position title for which you are applying in the subject line of your e-mail.